

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE <div style="text-align: center;">J</div>		PAGE OF PAGES <div style="text-align: center;">1   5</div>	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 18-Apr-2003		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY VBURG CONSOLIDATED CONTRACTING CHAMPAIGN OFFICE P O BOX 9005 CHAMPAIGN IL 61826-9005		CODE DACA42		7. ADMINISTERED BY (If other than item 6) CERL-RSB RITA S BROOKS (217) 373-7280 FAX (217)373-6773 R-BROOKS@CECER.ARMY.MIL CHAMPAIGN IL 61826-9005		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. DACA42-03-R-0016	
				X		9B. DATED (SEE ITEM 11) 07-Mar-2003	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.  Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to clarify Section L to facilitate the individual evaluation of each task and to extend the proposal deadline date.  a. Section L, Paragraph L.2.a.4.a. - Revise the first sentence to read "...in no greater than five pages for each task proposed...". b. Section L, Paragraph L.2.a.4.b. - Revise the first sentence to read "...in two pages or less for each task proposed...". c. Section L, Paragraph L.2.a.4.c. - Revise the first sentence to read "in two pages or less for each task proposed...". d. Section B, Item 9 and Section L, Paragraph L.7.b. - The deadline for receipt of proposals is hereby extended from "22 April 2003, 2:00 PM", to "25 April 2003, 2:00 PM".							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 18-Apr-2003	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 22-Apr-2003 02:00 PM to 25-Apr-2003 02:00 PM.

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

SECTION L FORMAT**L.1. Format.**

L.1.a. The Offeror's proposal in response to this solicitation shall be prepared in three (3) separate volumes with the number of copies specified below. No cross-referencing between volumes for essential information is permitted except where specifically set forth herein. In addition, proposals shall be separated for each task area that a proposal is submitted in order to facilitate evaluation on a line item basis. Information that is applicable to more than one task area need not be duplicated, however, the offeror is responsible for clearly defining which task area the information applies to through whatever means necessary (i.e., separate sections, color coding, etc.). To reduce the proposal size, the Offerors shall submit only essential matters sufficient to clearly present their approach and provide an adequate basis for evaluation. The following volumes of material shall be submitted:

Title	Copies
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Price	2 Originals, single-sided
Performance Risk	1 Original, single-side 3 Copies, double-sided
Technical	1 Original, single-sided 3 Copies, double-sided

L.1.b. No pricing data or cross-reference to the price proposal shall be included in any other volume.

L.1.c. Proposals shall be prepared with Times New Roman font no smaller than 10 pitch on 8-1/2 x 11 inch paper, except for foldouts used for charts, tables, or diagrams which may not exceed 11 x 17 inches. Pages shall have one-inch margins.

L.1.d. Proposals shall be bound using three-ring binders or a similar binding technique that allows insertion or replacement of pages.

**L.2. Content:**

L.2.a. Technical Proposal: The technical proposal shall contain sufficient information to enable the evaluators to make a complete analysis with respect to the criteria listed in Section M. All available information pertaining specifically to these criteria shall be included, as well as any other information which the Offeror feels would demonstrate his/her ability to accomplish the project. Offerors are cautioned that any information submitted on

subcontractors will only be evaluated if a firm commitment with the firm or individual is demonstrated. The offeror shall submit the information in the following order:

L.2.a.1. Cover Letter and Miscellaneous Documentation: This shall include an introduction of the Offeror and the proposal, and identification and terms of any teaming arrangements, including documentation and commitment letters thereof. The cover letter and commitment letters are limited to one-page each.

L.2.a.2. Corporate/Institutional Qualifications (See Paragraph M.3.a.1.): The offeror shall demonstrate their experience, as well as any proposed subcontractors who will perform scientific or technical work, relevant to each task in Section C, Paragraph 2, Statement of Work, by submitting the following information for each project successfully completed by the Offeror within the last 5 years.

L.2.a.2.a. Project Category (identify specific task in Section C);

L.2.a.2.b. Project Title;

L.2.a.2.c. Organization for which the work was performed;

L.2.a.2.d. Brief project description of the work performed; and

L.2.a.2.e. Complete bibliographic information for any reports, theses, books, or referenced technical articles which may have been produced.

The above information shall be provided in the same sequence as the tasks identified in the Statement of Work. Each project description is limited to two pages in length.

L.2.a.3. Personnel Qualifications (See Paragraph M.3.a.2.): The Offeror shall demonstrate the experience and qualifications of personnel by submitting a roster/organizational chart of technical and support personnel who would be available for assignment to the work. If subcontractor or personnel employed by other than the offeror are proposed, qualifications will only be considered if a firm commitment is demonstrated with the firm by which they are employed or with the individuals identified. Commitment letters shall be provided with the offer as appropriate. (Reference Paragraph L.2.a.1. above).

The roster/organizational chart shall list the personnel available for each of the tasks identified in Section C, Paragraph C.2, Statement of Work and shall identify the appropriate labor category in Section B for which the personnel are proposed.

In addition to the roster, experience and qualifications of personnel shall be provided in resume form. Resumes are limited to one-page, and shall indicate the proposed job category that the individual will perform. All resumes submitted shall meet the criterion for the applicable position (Job Title/Labor Category) descriptions contained in Section J of this solicitation. Each resume shall contain the following information:

L.2.a.3.a. Company: Current company affiliation and location;

L.2.a.3.b. Education: Degree(s) , School, Location of School, Major, and Year of Graduation;

L.2.a.3.c. Job Title: Current and Planned Job Title;

L.2.a.3.d. Professional Experience/Qualifications: Brief Summary of Experience and Training. Describe projects the individual has worked, the highest position the individual held on each project, the duration of assignment on each project and the calendar years of the project.

L.2.a.4. Management/Technical Approach (See Paragraph M.3.a.3.):

L.2.a.4.a. Technical Approach: The offeror shall demonstrate their complete understanding of the project's intent and requirements by fully describing, in no greater than five pages for each task proposed, the Offeror's proposed technical approach to comply with each of the requirements specified under the Statement of Work (Reference Section C, Paragraph C.2), including methods to be utilized and scheduling of time. Also offerors are required to identify any technical barriers that they would conceivably encounter in pursuing the required work and make specific proposals for their solution.

L.2.a.4.b. Management. The offeror shall include a brief management plan, in two pages or less for each task proposed, of how they intend to accomplish, administer, and manage any projects which the Government requests under this contract. If the offeror proposes subcontractors, the management plan shall explain to what extent it is anticipated that the subcontractors will be involved in the requirements of this solicitation, and how the offeror will manage the subcontractor participation.

L.2.a.4.c. Facilities and Other Resources: The Offeror shall describe, in two pages or less for each task proposed, their access to and capabilities of the following resources available to them for performance of this contract:

L.2.a.4.c.1. Technical or research library and library file-search capabilities to include Federal, State, and Local Regulations.

L.2.a.4.c.2. A description of the computer and related electronics technology facilities and equipment;

L.2.a.4.c.3. Laboratory facilities to conduct research and analysis in toxic and hazardous waste minimization, the control of gaseous, liquid and solid pollutants, pollutant generation avoidance, minimization of pollutant emissions from pollution control activities, and life cycle management and control; and

L.2.a.4.c.4. Facilities for multi-media educational and demonstration material development.

L.2.b. Performance Risk (See Paragraph M.3.b.): The offeror shall submit a description of its previous contracts (Federal, state and local government, and private) performed during the past 5 years which are in any way relevant to the effort required by this solicitation. Descriptions shall also be provided for any subcontractors proposed to perform scientific or technical work relevant to the solicitation. The descriptions are limited to one page per contract cited, and shall include the following information in the following format:

L.2.b.1. Identify in specific detail for each previous contract listed, why or how you consider that effort relevant or similar to the effort required by this solicitation;

L.2.b.2. Government or commercial contracting activity, address and phone number;

L.2.b.3. Procuring Contracting Officer's name and telephone number;

L.2.b.4. Government or commercial contracting activity technical representative and telephone number;

L.2.b.5. Government or commercial contract administration activity, and the name and telephone number of the Administrative Contracting Officer (ACO);

L.2.b.6. Contract number;

L.2.b.7. Contract award date;

L.2.b.8. Contract type;

L.2.b.9. Awarded price/cost; and

L.2.b.10. Final or projected final, delivery schedule.

Offerors are reminded that both independent data and data provided by offerors in their proposals may be used to evaluate offeror performance risk. Since the government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offeror to explain the relevance of the data provided. The government does not assume the duty to search for data to cure problems it finds in proposals. The burden of providing thorough and complete past performance information remains with the offeror. Proposals that do not contain the information requested by this paragraph risk rejection or high risk rating by the government.

Firms lacking relevant past performance history shall receive a neutral evaluation for performance risk.

L.2.c. Price Proposal (See Paragraph M.3.c.): The Offeror's response to the evaluation criterion in Section M, "Price Factor", shall be submitted as a separate and distinct proposal. The proposal shall include a completed copy of the entire solicitation document with original signature pages (Standard Form 33), the labor costs specified in Part I, Section B, and all representations and certifications, including representations and certifications of each known subcontractor proposed. The entire solicitation shall be completed and returned intact.

Price to perform shall be provided in the form of fully burdened staff compensation schedules as set forth in Section B, hereof. (See Contract Clause 52.222-0046, Evaluation of Compensation for Professional Employees.) All rates shall be fully burdened to include all fringe benefits, general and administrative (G&A) overhead costs, and profit. The rates proposed shall be the maximum rate the contractor shall charge under the contract. This rate is intended to include any rates the contractor may utilize, whether they are for the contractor's employees, subcontract employees, consultants, etc. As individual task orders are written, the Contractor may propose lower rates, but in no event can the rates in Section B be exceeded.

In addition, the Offeror shall provide a complete breakdown showing the unburdened rates and the application of fringe benefits, G&A, and profit. The Offeror shall provide sufficient information to allow the Government to perform a complete cost or price analysis and audit, if necessary, to determine price fairness and reasonableness.

(End of Summary of Changes)